17 FEB 99 CPARS INDUSTRY BRIEFING ATTENDEES

Attended	Name	Company	Phone No.	Email	CITY	STATE
1	Terry Anderson	Advanced Sys Tech Systems	580-248-0321	Tanderso@astcorp.com	LAWTON	OK
2	Gordon Bailey	ValCom Services	540-427-2400		RONOAKE	VA
3	Dan Beister	UCF-Inst Sim Trn	407-658-5009		ORLANDO	FL
4	Steve Bishop	ERLARS Emmy Riddle, Univ.	904-266-7104	steve bishop@db.erau.edu		
5	Lawrence J . Blair	Northrop Grumman	310-201-3140	Sanfojj@norhtgrum.com	LOS ANGELES	CA
6	Mike Bone	OCI & Spec Proj Lockheed Martin	301-897-6748	mike@imco.com	BETHESDA	MD
7	Jim Borders	Lockheed Martin	407-356-3369		ORLANDO	FL
8	Alex Carroll	Raytheon	727-302-2753		ST. PETERSBURG	FL
9	Steve Currin	Veridian Inc.		currins@orlando.veda.com	ORLANDO	FL
10	Joe Daniels	Reflectone, Inc.	813-887-1466		TAMPA	FL
11	Randy Easter	Lantirn	407-356-7297	randy.a.easter@imco.com	ORLANDO	FL
12	Bob Eastman	UNITECH	407-330-3899	SMTP.reamsj@unitech.tsd.com	ORLANDO	FL
13	Dan Finley	UNITECH	407-330-3899	SMTP.reamsj@unitech.tsd.com	ORLANDO	FL
14	Kathy Flannelly	Fed Data	301-642-1414	kathy.Flannelly@fedata.com	WASH	DC
15	Audrey Fogelman	AcuSoft	407-658-9888		ORLANDO	FL
16	Ethlyn Garlichs	TSM CORP.	407-365-5108		ORLANDO	FL
17	Michael P. Garner	Barco Sys America	678-475-8000	mike.graner@barco.com	KENNESAN	GA
18	Roger Haney	CACI	407-207-2801	dkarrow@hq.caci.com	ORLANDO	FL
19	Peggy Hare	DCMC	407-228-5271		ORLANDO	FL
20	Lois Herndon	HCI - Casselberry	407-834-9144		CASSELBERRY	FL
21	Chis Holden	DCC	407-859-7410		ORLANDO	FL
22	William R. Hunt	WRH Accociates		BDESSI@aol.com	SARASOTA	FL
23	Richard Brimer	Advanced Information System Group		cjackson@aisg.com	WINTER PARK	FL
24	Jim Jardon	Jardon and Howard Technologies, Inc.		SMTP:Jjardon@ht.com	ORLANDO	FL
25	Al Jodzio	Fedility Tech Corp.	610-929-3330		REDDING	PA
26	Eric Johnson	Canadian Colsulate General	404-532-2013	eric.johnson@atnta01.x400.gc.c	ATLANTA	GA
27	Phil Knowlton	Sherikon Space, Inc.		pknowlton@sherikon.com	ORLANDO	FL
28	Greg Lee	UNITECH	407-330-3899	SMTP.reamsj@unitech.tsd.com	ORLANDO	FL
29	Willima Martin	Raytheon	407-380-3300	rebret@hti.com	ORLANDO	FL
30	Harry Mann	Kollsman Inc.	603-886-2032	squist@kallsman.com	MERRIMACK	NH
31	John McNellis	Executive VP Lockheed Martin Info Sys	407-306-6858	linda.lamond@lmco.com	ORLANDO	FL
32	Lita Mellow	Delex	703-734-8300 Ext 207	mellow@delex.com	VIENNA	VA
33	Susan Pequigney	Fed Data	301-446-3220	kathy.Flannelly@fedata.com	WASH	DC
34	Charles B. Punte'	Kollsman Inc.	603-886-2032	squist@kallsman.com	MERRIMACK	NH
35	Ken Ray	Lockheed Martin	407-306-7161	kenneth.w.ray@almco.com	ORLANDO	FL
36	Nick Rieger	DCMC	407-228-5271		ORLANDO	FL
37	Sylvia Robinson	Ken Rob Assc.	703-729-7300, Ext 124		LEESBURG	VA
38	James L. Sanford	Northrop Grumman	310-201-3140	Sanfojj@norhtgrum.com	LOS ANGELES	CA
39	Patty Scogin	Logicon Syscon	540-663-9260			
40	Don Smith	Lockheed Martin Tech Svs	609-486-5058	donald.w.smith@imco.com	CHERRY HILL	NJ
41	Bob Spears	Star Mountain	407-671-1109		ORLANDO	FL
42	Ken Speiser	Northrop Grumman	310-201-3140	Sanfojj@norhtgrum.com	LOS ANGELES	CA
43	Doug White	Rome Research Corp	315-339-0491		ROME	NY
44	Barry Wick	UCF-Inst Sim Trn	407-658-5009		ORLANDO	FL
45	Lance Martin	Business Acquisition Raytheon	903-457-5244	wilkersonCA@gvl.esys.com	GREENVILLE	TX
46	John Wood	Zerox	703-790-3704		ORLANDO	FL
47	Al Bentley	PRC				
48	Gene Tyner	Resource Consultant, Inc.				

NAVAL AVIATION SYSTEMS

TEAM

COLLECTION AND USE OF PAST PERFORMANCE INCLUDING THE USE OF CPARS

BRIEFING TO INDUSTRY 17

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BRIEFING
17 FEB 99 - 0900-1600

- 0900-0915 - Opening Remarks - Mr. Ray Malatino
- 0915-0945 - CPARS Overview/Instructions/ Deliverables/Access - Ms. Ellen Roberge
- 0945-1000 - Break
- 1000-1030 - Key CPAR Form Information - Mr. Steve Ograyensek
- 1030-1100 - Sample Systems CPAR - Mr. Armando Davila
- 1100-1130 - Case Study Overview - Mr. Dave Haasis

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BRIEFING
17 FEB 99 - 0900-1600

- 1130-1300 - Lunch
- 1300-1500 - Case Study, Source Selection Based upon Use of Past Performance Information for Services and Systems Contracts
- 1500-1530 - Questions & Answers and Wrap Up - Mr. Dave Haasis

CPARS BRIEFING HANDOUTS

- Slide Presentations
- Sample Systems CPAR
- Case Studies
- Blank Services CPAR Form

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BRIEFING SECTIONS

1. - Overview
2. - CPARS Toolbox / Deliverables
3. - Key CPAR Form Information
4. - SAMPLE Systems CPAR
5. - Case Study Overview
6. - Case Studies

Section 1

Overview

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Purpose of CPARS

- A source of contractor Past Performance Information (PPI) that is:
  - Current
  - Available for use in conducting performance risk assessments in source selections

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Purpose of CPARS

- The CPARS process may motivate contractors to improve their performance
  - Knowledge of their performance will be used by Government on future source selections
- Tool for establishing communication and feedback between Government and Industry

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The Regulatory Basis

- **Class Deviation 18 Dec 97 to FAR 42.1502 requires all Federal agencies to COLLECT contractor PPI for:**
  - **Existing and new contracts in excess of $5 million for Systems and Operations Support**
  - **Existing and new contracts in excess of $1 million for all other contracts**

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The Regulatory Basis

- **Class Deviation of 18 Dec 97 to FAR 15.304 requires all Federal agencies to EVALUATE past performance in source selections for negotiated competitive acquisitions:**
  - **Expected to exceed $5 million for Systems and Operations Support**
  - **Expected to exceed $1 million for all other**

NOTE: CPARS has been used by the Air force for over 9 years.

The Regulatory Basis

- New solicitations/contracts shall inform offerors/awardees that performance will be assessed using CPARs
- Post Award Conference shall discuss CPARS process

Navy Implementation

- DoN Contractor Performance Assessment Reporting System (CPARS) Handbook
  - January 1998
- CPARS Automated Information System (AIS) online at:
  - www.nslcptsmh.navsea.navy.mil/cpars.htm
- NAWCTSD Past Performance Page available at:
  - www.ntsc.navy.mil/contract/procure.htm
    - DoN CPARS Handbook
    - DRAFT DoD Guide
    - General past performance info

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Systems Business Sectors

- Aircraft
- Ordnance
- Training Systems
- Other Systems (Radar, Propulsion, C4I, Power Systems, etc.)
- Space
- Shipbuilding
- Ground Vehicles

Applicability of Systems CPARS

- **Applicable to:**
  - **All existing System contracts with at least one major deliverable or options for at least one additional major end item**
  - **Any new System contracts**
- **Demonstration & Validation efforts are classified as Systems contracts**
- **Total obligated contract value or total of all delivery orders issued $5 million or greater**

Applicability of Non-Systems Services CPARS

- **Applicable to:**
  - **All existing Services contracts with at least six months of remaining performance or containing options for at least six months of additional performance**
  - **Any new Services contracts**

- **Total obligated contract value or total of all delivery orders issued $1 million or greater**

Applicability of Other Non-Systems CPARS

- **Information Technology ($1M or greater)***
- **Operations Support (Sustainment, Spares, and Repairables) ($5M or greater)***

***Total obligated contract value or total of all delivery orders issued**

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Non-Applicability

- **Does NOT apply to contracts for Science and Technology**
  - **Basic research**
  - **Exploratory development**
  - **Advanced technology development**

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Systems CPAR Evaluation

- Technical (Quality of Product)
- Schedule
- Cost Control
- Management
- Other Areas

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Non-Systems CPAR Evaluation

- Quality of Product or Service
- Schedule
- Cost Control
- Business relations
- Management of Key Personnel
- Other Areas

Key Roles in the CPAR Process

- Program Manager (PM) is individual responsible for execution of the program, project or delivery/task order
  - For NAWCTSD programs, this is Project Manager or may be individual from NAVAIR PMA 205
  - For STRICOM programs this is Project Director
  - Or, equivalent individual (i.e. COR) if responsible for program, project or delivery/task order (defacto PM)

Key Roles in the CPAR Process

- PM is responsible for:
  - —Preparing, reviewing, signing and processing the CPAR via the CPARS Automated Information System (AIS)
    - PM prepares CPAR in coordination with Integrated Product Team (IPT)
    - PM may obtain input from other specialists
  - —Evaluating, rating, and providing a narrative of the contractor performance via CPARS AIS

Key Roles in CPAR Process

- Reviewing Official (RO) is PM's supervisor
  - For NAWCTSD programs, this is Program Director or may be individual from NAVAIR PMA 205
  - For STRICOM programs this is Product Manager
  - Or, for other individual (i.e., COR) this is other individual's supervisor

Key Roles in CPAR Process

- RO responsible for:
  - Ensuring IPT consensus from program management perspective
  - Acting as primary Point of Contact
  - Reviewing CPAR in CPARS AIS after contractor comments received
- Contractor PM counterpart responsible for:
  - Reviewing and providing comments on CPAR in CPARS AIS

CPAR Pre-Assessment

- DoN Handbook encourages pre-assessment discussions with contractors
  - Recommends giving a pre-assessment briefing to the PM prior to the end of the evaluation period
- Draft DoD Guide encourages DRAFT CPARs prior to initial Government assessment
- Recommend including as program/progress review agenda item

Preparation of the CPAR

- PM narrative is mandatory
  - Crucial to providing insight into the contract performance
  - Crucial to determining relevancy of the situations for the particular source selection
- Contractor review in CPARS AIS is essential
- Contractor comments are optional

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Final CPAR Review

- PM may revise assessment in CPARS AIS after reviewing contractor comments
- CPAR sent to Reviewing Official via CPARS AIS
- Reviewing Official may comment on both PM assessment and contractor's comments in CPARS AIS, but PM and contractor's comments not changed
- CPAR complete when Reviewing Official completes in CPARS AIS
- CPAR available to Government/contractor PM, Government RO, contractor CEO, CPAR Focal Point in CPARS AIS

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Frequency of Reporting

- **INITIAL - New contracts between 180-365 days after contract value reaches threshold or first CPAR in cycle**
- **INTERMEDIATE - ANNUALLY during entire contract period of performance**
- **OUT-OF-CYCLE**
  - **When a significant change in performance alters the assessment, the contractor may request an updated assessment or the program manager may unilaterally determine to prepare an updated assessment**
  - **When a program manager departs, draft**

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Frequency of Reporting

- **FINAL**
  - **After delivery of final major end item or end of period of performance, or**
  - **Upon termination**
- **ADDENDUM ASSESSMENT - May be prepared after final performance evaluation to record performance relative to contract closeout and other administrative requirements**
- **CPARs retained 3 years beyond the end of the period covered by the final CPAR**

Section 2

CPARS Toolbox/ Deliverables/Access

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CPARS Toolbox

- **NAWCTSD Past Performance Page at:**
  - **www.ntsc.navy.mil/contract/procure.htm**
- **Automated Information System (AIS)**
  - **www.nslcptsmh.navsea.navy.mil/cpars.htm**
    - **Navy CPARS System**
    - **Test CPARS System**

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Deliverables

- **CPARS AIS Status**
  - **Passwords have now been assigned and everyone must now use CPARS AIS - no more manual CPARs**
- **Prior Manual CPARs**
  - **Have been entered into CPARS AIS by 1.0AP**

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Access to CPARs

- Government/Contractor Program Managers have access to their CPARs via CPARS AIS
- CPARS Focal Points established at each activity have access to all CPARs via CPARS AIS
- CEOs/COOs/Presidents have access to all CPARs for their company via their PMs
- Source selection teams obtain CPARs from AIS and use them during source selections

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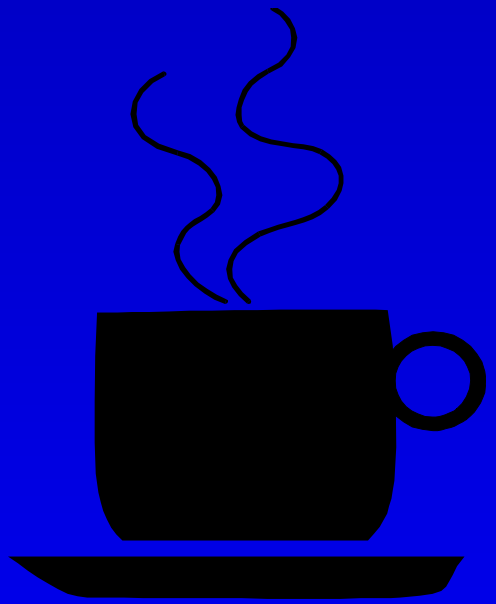
Break



Section 3

Key CPAR Form Information

Key CPAR Form Information

(NAVY CPARS Handbook , Page A2-1, 2)

Block 1 - NAME/PLACE OF CONTRACTOR

- Is Commercial and Government Entity (CAGE) Code for the business unit doing the work?
- Is DUNS+4 # a unique 9 character company ID # plus four character suffix that identifies your division or affiliate?

Block 3 - PERIOD OF PERFORMANCE BEING ASSESSED -

- Is period covered no longer than 365 days?

Block 11 - AWARDED VALUE

- Does value include unexercised options or ceiling price for IDIQ contract?

Key CPAR Form Information
(NAVY CPARS Handbook, Page A2-2)

Block 12 - CURRENT CONTRACT DOLLAR VALUE

- Is current face value of contract used?

Block 15 - KEY SUBCONTRACT AND DESCRIPTION OF EFFORT PERFORMED

- Are your Subcontractors identified that perform either:
  - 1) a critical aspect of the effort; or
  - 2) more than 25 Percent of dollar value of effort?

Key CPAR Form Information

(NAVY CPARS Handbook , Page A2-2)

Block 16 - PROGRAM TITLE AND PHASE OF ACQUISITION

- Is the program phase you're in (PD&RR, EMD, LRIP, Production, Fielding, Operation Support, etc) identified?
- Are "standard" abbreviations spelled out?

- **Block 17 - CONTRACT EFFORT DESCRIPTION**
  - This block is **CRITICAL** to PRAGs in their ability to determine relevancy of **your** CPAR to **their** program.

Key CPAR Form Information

(NAVY CPARS Handbook, Page A2-3)

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- Are key technologies, components, subsystems and requirements, overall technical risks (e.g. VE, Visual Displays, Motion, sensor simulation, Software Development, etc) identified?
- For intermediate CPAR, are milestones and contract modifications for this period identified?

- **Block 20 - PROGRAM MANAGER NARRATIVE**
  - Is narrative consistent with each rating in Block 18?
- **Block 22 - CONTRACTOR COMMENTS**
  - Allowed same amount of space as Block 20 narrative

Block 18 Evaluation Colors/Ratings and Definitions

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Evaluation Colors - Key Words -

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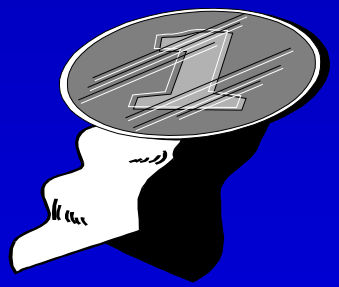
CPAR EVALUATION COLORS/RATING SYSTEM

(NAVY CPARS Handbook , Page A2-4)



BLUE/ EXCEPTIONAL

- Performance meets **contractual requirements** and exceeds many to the Government's benefit.
- The **contractual performance** of the element or sub-element being assessed was accomplished with few minor problems for which **corrective actions** taken by the contractor were highly effective.

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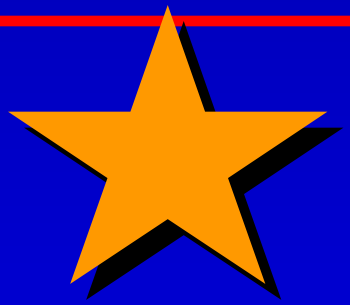
CPAR EVALUATION COLORS

(NAVY CPARS Handbook , Page A2-4)



GOLD/ VERY GOOD

- **Performance meets contractual requirements and exceeds some to the Government's benefit.**
- **The contractual performance of the element or sub-element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective.**

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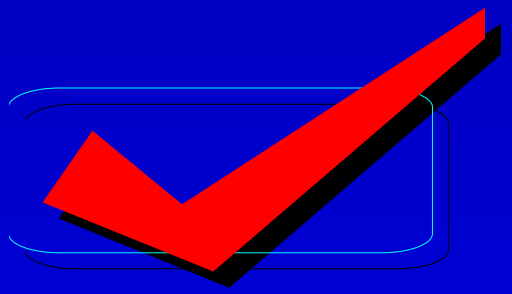
CPAR EVALUATION COLORS

(NAVY CPARS Handbook, Page A2-4)



GREEN/ SATISFACTORY

- **Performance meets contractual requirements.**
- **The contractual performance of the element or sub-element contain some minor problems for which corrective actions taken by the contractor appear or were satisfactory.**

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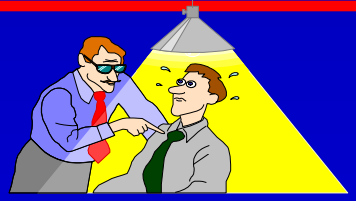
CPAR EVALUATION COLORS

(NAVY CPARS Handbook , Page A2-4)



YELLOW/ MARGINAL

- **Performance does not meet some contractual requirements.**
- **The contractual performance of the element or sub-element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions. The contractors proposed actions appear only marginally effective or were not fully implemented.**

CPAR EVALUATION COLORS

(NAVY CPARS Handbook , Page A2-4)

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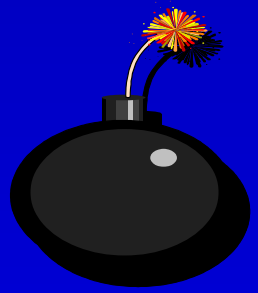

RED/ UNSATISFACTORY

- **Performance does not meet most contractual requirements and recovery is not likely in a timely manner.**
- **The contractual performance of the element or sub-element contain serious problem(s) for which the contractor's corrective actions appear or were ineffective.**

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Evaluation Colors - Key Words -

Basis for Block 18 Rating

- Is the risk inherent in effort a significant factor in assessing your company's performance?
- Are critical subcontractor actions that impact prime contractor's performance recorded in block 20?
- Are blocks completed as "N/A" truly Not Applicable?
- Is there a PLUS or MINUS next to "X" indicating an improving or worsening trend that is insufficient to change the assessment status?
- Is focus on how well you meet or exceed the management requirements based on the number and severity of problems encountered and the effectiveness of the corrective actions taken?

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Basis for Block 18 Rating

- Is the assessment IAW the correct rating definitions?
- If not initial CPAR, are changes in rating from prior reports reported in Block 20?
- Is there narrative in Block 20 for all ratings (including green)?
- Is the past rating included (blank or N/A if initial report)?
- Is the evaluation consistent with program reviews?
- Is the assessment based on objective data?

Section 4

SAMPLE Systems CPAR

Sample SYSTEMS CPAR on ACME

- **Schedule Information**
  - SRR, SSR, PDR, and CDR - ON SCHEDULE
  - HSI now in phases - PARTIAL COMPLETION
  - NPE - FACING POSSIBLE 1- 2 MONTH DELAY
- **Performance Information**
  - Commercial Computer System - Integrated
  - Visual System - COTS IG late - Prior Generation IG
  - Sensor Simulation - NDI Unit in place - Unreliable
  - Threat Data - 3 Mo. Delay GFI - Made up by Sub Kr
  - GFE - 2/3 units in - One Failed
  - ISIL - Now in two parts, 1st in, 2nd 3 months late
  - CALS - On Schedule except missing items

Sample SYSTEMS CPAR on ACME

- **Risk Information**
  - Greatest risk is NDI sensor simulation. It is the principal item for training tasks performance. Possible redesign required to improve reliability. **POSSIBLE IMPACT OF 1 - 3 MONTHS.** Contractor promises to make up time lost, but schedule impact is imminent. Support risk due to ISIL not submitted yet. Need 12 -16 months to order/provide parts to site.
- **PM Comments**
  - Program Status Meeting held last week. IPT working well to resolve issues. Next step is involve Top Corporate Management support for extra resources.

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Filling Out CPARS

(NAVY CPARS Handbook , Page A2-5)

16. Program Title and Phase of Acquisition

- **Procurement of Multi Role Aircraft Weapon System Trainer**
- **Program in Phase III Engineering Manufacturing and Development, past Critical Design Review (CDR), and Hardware Software Integration (HSI), ready for Navy Preliminary Evaluation (NPE)**

Filling Out CPARS

(NAVY CPARS Handbook , Page A2-5)

17. Contract Effort Description

- One WST with and Option for a second unit (FY 99 Award)
  - Includes Commercial Computer System, Wide Angle Visual System, 6 Degrees of Freedom (DOF) Motion Base, Multi Sensor Simulation, Intelligent Threat Simulation, Automatic Scenario Generation Capability, HLA Compatibility, Trainee Evaluation Systems, CALS Compliant Documentation
  - Major Milestones to date: Systems Requirement Review (SRR), Software Specification Review (SSR), Preliminary Design Review (PDR), and CDR, and HSI. Next milestone NPE.

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Filling Out CPARS

(NAVY CPARS Handbook , Page A2-5)

18a - TECHNICAL (QUALITY OF PRODUCT)

- Comprised of six subelements
  - Product Performance
  - System Engineering
  - Software Engineering
  - Logistic Support/Sustainment
  - Product Assurance
  - Other Technical Performance
- PM's integrated assessment of technical performance
  - Not a predetermined roll-up of six subelements, e.g., each subelement **not necessarily** weighted equally
  - One subelement may drive Technical rating

Filling Out CPARS
(NAVY CPARS Handbook, Page A2-5)

18a(1) - PRODUCT PERFORMANCE

- **Evaluate contractor's ability to meet product and system performance requirements**

- **In other words: DOES THE SIMULATOR PERFORM LIKE THE WEAPON SYSTEM ?**

Evaluation Colors
- Key Words -

BLUE | GOLD | GREEN | YELLOW

20. PROGRAM MANAGER NARRATIVE:

18a(1). Product **performance does not meet some contractual requirements.** Sensor simulation system reflects **serious** reliability **problems for which the contractor has not yet identified a corrective action. The contractor corrective action** to resolve the IG and threat data delays **are satisfactory** to date.

RATING: YELLOW

Filling Out CPARS

(NAVY CPARS Handbook, Page A2-5)

18a(2) - SYSTEMS ENGINEERING

- Basically assesses the success of the

20. PROGRAM MANAGER NARRATIVE:

18a(2). Systems Engineering planning and control **meets contractual requirements.** Systems, Visual Database, and Threat Model **designs contains some minor problems for which corrective action taken by the contractor appear satisfactory.**

RATING: GREEN +

Filling Out CPARS

(NAVY CPARS Handbook, Page A2-5)

18a(3) - SOFTWARE ENGINEERING

20. PROGRAM MANAGER NARRATIVE:

18a(3). The Software Development Plan **met contractual requirements** and is being followed. Threat Database design **was accomplished with some minor problems for which the corrective actions taken by the contractor were effective.** The contractor leased more visual development stations to make up for the delay on the COTS IG.

Filling Out CPARS

(NAVY CPARS Handbook, Page A2-6)

18a(4) - LOGISTICS SUPPORT/

20. PROGRAM MANAGER NARRATIVE:

18a(4). Logistics Support **performance does not meet some contractual requirements.** The ISIL submission is now in phases and **the contractor has not yet identified a** date for follow on submissions. **The contractor corrective action to** maintain CALS documentation on schedule **is satisfactory to date.**

RATING: YELLOW +

Filling Out CPARS

(NAVY CPARS Handbook, Page A2-6)

18a(5) - PRODUCT ASSURANCE

20. PROGRAM MANAGER NARRATIVE:

18a(5). Sensor Simulation System Reliability **performance does not meet contractual requirements.** The Sensor Simulation System performance **contains serious problems for which the contractor's corrective action appear ineffective.**

RATING: RED

Filling Out CPARS

(NAVY CPARS Handbook, Page A2-6)

18a(6) - OTHER TECHNICAL PERFORMANCE

- All remaining technical areas critical to successful contract performance
- Unique technical aspects to contract or that cannot be captured in other subelements

RATING: N/A

Filling Out CPARS

(NAVY CPARS Handbook, Page A2-6)

18.a - TECHNICAL

YELLOW

18a. Although systems engineering and software development are proceeding in schedule, serious reliability problems with the sensor simulation system are affecting the performance of the system. The **problems are so serious** that they might require system redesign. **Corrective actions to date appear ineffective.**

Filling Out CPARS

(NAVY CPARS Handbook, Page A2-6)

18b - SCHEDULE

- Assess compliance with delivery schedule, including efforts t
- A
- A
- H
- H

18b. Schedule performance **does not meet some** contractual requirements. Although most milestones to date have been met on schedule, the HSI is late and the NPE is now on hold with a possible 1 – 2 month delay. The contractor is trying to make up lost time but a decision on sensor simulation system redesign remains to be made.

Filling Out CPARS
(NAVY CPARS Handbook, Page A2-6)

18c - COST CONTROL

- 18c completed only if contract is > 10% complete
- Efforts that effect variances shown in Block 19, cost va
- Based on ring the evaluation period
- Is their cost growth or underrun?
- If performance can't be determined - N/A, e.g., FFP type of contract

RATING: N/A, FFP Contract

Filling Out CPARS

(NAVY CPARS Handbook, Page A2-7)

18d - MANAGEMENT

- Comprised of three sub-elements
  - Management Responsiveness
  - Subcontractor Management
  - Program Management and Other Management
- PM's integrated assessment of Management performance
  - Not a predetermined roll-up of three sub-elements, e.g., each sub-element not necessarily weighted equally
  - One sub-element may drive Management rating

Filling Out CPARS

(NAVY CPARS Handbook, Page A2-7)

20. PROGRAM MANAGER NARRATIVE:

18d(1). Responsiveness **meets contractual requirements and exceeds some to the Government's benefit.** The contractor has been very timely in identifying problems/delays and proposing alternative approaches. The contractor addressed subcontractor and GFE/GFI delays **with minor problems** and has **taken corrective action which have been effective** in maintaining schedule.

Filling Out CPARS

(NAVY CPARS Handbook, Page A2-7)

20. PROGRAM MANAGER NARRATIVE:

18d(2). Subcontract Management **performance does not meet some contractual requirements.** The contractor has not been able to enforce some subcontractor schedule and quality requirements. Although he has **identified corrective actions** for the problems, some **appear marginally effective or are not fully implemented.**

Filling Out CPARS

(NAVY CPARS Handbook, Page A2-7)

18d(3) - PROGRAM MANAGEMENT & OTHER MGT

20. PROGRAM MANAGER NARRATIVE:

18d(3). The contractor has an IMP/IMS that **meets contractual requirements.** The IMS is updated regularly and is and excellent tool for the IPT. Integration and coordination of activities **contain some minor problems for which corrective action taken by the contractor appear satisfactory.**

RATING: GREEN +

Filling Out CPARS

(NAVY CPARS Handbook, Page A2-7)

18d. - Management

18d. The contractor's management **meets contractual requirements**. The contractor has been responsive to the Government's inputs and very proactive in bringing forth problems for discussion. However the contractor has trouble managing their subcontractors. It is not clear if all the reliability requirements where passed down to the subcontractors. **Corrective action has been swift except for the sensor simulation system,** which is still not operational.

Filling Out CPARS
(NAVY CPARS Handbook, Page A2-7,8)

18e - OTHER AREAS

- Unique requirements that don't fit other categories
- If extra space is needed use block 20
- Refer to Navy [illegible] ok page A2-8, A1.24.1 for information for contracts with award fee or incentive provisions
  - Should be consistent with award fee document

RATING: N/A

Filling Out CPARS

(NAVY CPARS Handbook, Pages A2-8,9)

20. PROGRAM MANAGER NARRATIVE:

19. Cost Variance is N/A because FFP contract type. Schedule variance is 8.3%, calculated as follows:

Calendar on 25th/36 months, but estimate we are 3 months behind schedule (2 mo. Impact on HIS and 1 mo. on Inspection). Formula is (22-25)/36 = -8.3%.

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Filling Out CPARS

(NAVY CPARS Handbook, Page A2-9)

Block 20 - EVALUATION NARRATIVE

- A short, factual narrative statement is required for all assessments regardless of color rating
- Cross-reference the comments in block 20 to their corresponding evaluation area in block 18 or 19
- Response can be continued on **two additional** narrative pages
  - On rare occasions where there are several BLUE, GOLD, OR RED ratings, a **third** page may be added

Filling Out CPARS Evaluation

a. Technical	Yellow
(1) Product Performance	Yellow
(2) Systems Engineering	Green +
(3) Software Engineering	Gold
(4) Logistics Support	Yellow +
(5) Product Assurance	Red
(6) Other Technical	N/A
b. Schedule	Yellow

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Filling Out CPARS Evaluation (cont.)

c. Cost Control	N/A
d. Management	Green
(1) Responsiveness	Gold
(2) Subcontractor Mgmt	Yellow
(3) Program Management	Green +
e. Other Areas	N/A
19. Cost Variance	N/A
19. Schedule Variance	8.3%

Filling Out CPARS

(NAVY CPARS Handbook, Page A2-9)

Block 20 - EVALUATION NARRATIVE

- **Final Statement:**

Given what I know today about the contractor's ability to execute what he promised in his proposal I might or might not award to him today given that I had a choice"

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Filling Out CPARS

(NAVY CPARS Handbook, Page A2-9)

Block 21 - PROGRAM MANAGER SIGNATURE

- Program Manager submits to AIS
- CPARS becomes accessible for contractor review

Block 22 - CONTRACTOR COMMENTS

- Contractor response to Block 18 optional
- Allowed same amount of space as used by PM comments in Block 20

Filling Out CPARS
(NAVY CPARS Handbook, Page A2-9)

Block 23 - CONTRACTOR SIGNATURE BLOCK

- CPAR is to be reviewed by appropriate program management personnel - NOT their contracts personnel
- If not reviewed within 30 days, CPAR annotated and processing continued

Filling Out CPARS

(NAVY CPARS Handbook, Page A2-9)

Block 24 - REVIEWING OFFICIAL COMMENTS

- Must acknowledge consideration of any significant discrepancies between the PM assessment and the contractor's comments.
  - Questions of fact must be resolved

Block 25 - REVIEWING OFFICIAL SIGNATURE

- Executed by submission of comments to AIS

Treatment of CPARS Information

- All CPARS information is treated as Source Selection Information in accordance with FAR 3.104
- CPAR's have the unique characteristic of always being source selection information because they will be in constant use to support ongoing source selections

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CPAR Markings and Protection

- All forms, attached Blocks 17 & 20 narrative pages, and working papers are to be marked:

FOR OFFICIAL USE ONLY
SOURCE SELECTION INFORMATION

- NO classified information
- Disclosure not authorized outside the government
- Contractors can review CPARS completed on their company

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Section 5

Case Study Overview

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CASE STUDY OVERVIEW

1. EVALUATE TWO CASE STUDIES TO DETERMINE THE BEST VALUE CONTRACTOR FOR EACH CASE
   - SERVICES
   - SYSTEMS (SUPPLY)

2. "SCHOOL" SOLUTION IS BRIEFED BY GOVERNMENT FACILITATORS

3. DISCUSSION OF SOURCE SELECTION DECISION

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SERVICES CASE STUDY

- CONTRACTOR OPERATION AND MAINTENANCE OF SIMULATORS (COMS)
  - ONE YEAR OF COMS WITH FOUR ONE-YEAR OPTIONS

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SERVICES CASE STUDY (Cont.)

- ACQUISITION STRATEGY
  - TRADEOFF SOURCE SELECTION (FAR 15)
  - CONTRACT AWARD PANEL
    - PCO IS SOURCE SELECTION AUTHORITY
  - GOVERNMENT GENERATED STATEMENT OF OBJECTIVES (SOO)
  - CONTRACTOR PROPOSES STATEMENT OF WORK (SOW)
  - FIRM FIXED-PRICE (FFP) TYPE
  - LOW TECHNICAL, SCHEDULE, COST AND PERFORMANCE RISK

SERVICES CASE STUDY (Cont.)

- EVALUATION FACTORS FOR AWARD
  - TECHNICAL
  - PRICE
  - PAST PERFORMANCE

- RELATIVE ORDER OF IMPORTANCE
  - TECHNICAL + PAST PERFORMANCE = PRICE
  - PAST PERFORMANCE > TECHNICAL
  - PRICE BECOMES MORE IMPORTANT IF TECHNICAL AND PAST PERFORMANCE ARE EQUAL

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SYSTEMS CASE STUDY

- **MULTI-ROLE AIRCRAFT INTEGRATED TRAINING SYSTEM**
  - **2 INTEGRATED WEAPONS TRAINING SYSTEMS**
  - **OPTION FOR 2 ADDITIONAL SYSTEMS**

SYSTEMS CASE STUDY (Cont.)

- ACQUISITION STRATEGY
  - TRADEOFF SOURCE SELECTION (FAR 15)
  - CONTRACT AWARD PANEL
    - PCO IS SOURCE SELECTION AUTHORITY
  - GOVERNMENT GENERATED STATEMENT OF OBJECTIVES (SOO)
  - CONTRACTOR PROPOSES STATEMENT OF WORK (SOW)
  - FIRM FIXED-PRICE (FFP) TYPE

SYSTEMS CASE STUDY (Cont.)

- EVALUATION FACTORS FOR AWARD
  - TECHNICAL
  - PAST PERFORMANCE
  - MANAGEMENT
  - PRICE
- RELATIVE ORDER OF IMPORTANCE
  - TECHNICAL + PAST PERFORMANCE> PRICE
  - PRICE > MANAGEMENT
  - TECHNICAL + PAST PERFORMANCE+ MANAGEMENT > PRICE

MECHANICS OF CASE STUDIES

1. **Establish overall CPAR rating for each company based on 3 CPARS provided**
2. **Establish overall Past Performance Risk Rating for each company based on CPARS and Questionnaires**
3. **Consider Tradeoffs between evaluation factors for award based on relative order of importance**
4. **Determine the Best Value Contractor IAW Evaluation Factor for Award.**
   - **(Section M of the RFP)**

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Lunch Break

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Section 6

Services & Systems Case Studies

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SERVICES CASE STUDY

- CONTRACTOR OPERATION AND MAINTENANCE OF SIMULATORS (COMS)
  - ONE YEAR OF COMS WITH FOUR ONE-YEAR OPTIONS

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SERVICES CASE STUDY (Cont.)

- ACQUISITION STRATEGY
  - TRADEOFF SOURCE SELECTION (FAR 15)
  - CONTRACT AWARD PANEL
    - PCO IS SOURCE SELECTION AUTHORITY
  - GOVERNMENT GENERATED STATEMENT OF OBJECTIVES (SOO)
  - CONTRACTOR PROPOSES STATEMENT OF WORK (SOW)
  - FIRM FIXED-PRICE (FFP) TYPE
  - LOW TECHNICAL, SCHEDULE, COST AND PERFORMANCE RISK

SERVICES CASE STUDY (Cont.)

- EVALUATION FACTORS FOR AWARD
  - TECHNICAL
  - PRICE
  - PAST PERFORMANCE
- RELATIVE ORDER OF IMPORTANCE
  - PAST PERFORMANCE > TECHNICAL
  - TECHNICAL + PAST PERFORMANCE = PRICE
  - PRICE BECOMES MORE IMPORTANT IF TECHNICAL AND PAST PERFORMANCE ARE EQUAL

MECHANICS OF CASE STUDIES

1. **Establish overall CPAR rating for each company based on 3 CPARS provided**
2. **Establish overall Past Performance Risk Rating for each company based on CPARS and Questionnaires**
3. **Consider Tradeoffs between evaluation factors for award based on relative order of importance**
4. **Determine the Best Value Contractor IAW Evaluation Factor for Award.**
   - **(Section M of the RFP)**

Services Case Study Assignment

Step 1. Establish an overall CPAR rating for each of the three (3) Companies based on the CPARs provided (assume the single CPAR provided for each Company is representative of all recent relevant performance).

Company:	COMS Are Us	COMS With a Smile	COMS Plus
Overall CPAR Rating	You Evaluate	You Evaluate	You Evaluate

COMS Are US CPAR

18. Evaluate the Following Areas	Past Rating	Unsatisfactory	Marginal	Satisfactory	Very Good	Exceptional	Unknown
a. Quality of Product or Service	N/A			X			
b. Schedule	N/A				X		
c. Cost Control	N/A			N/A			
d. Business Relations	N/A			X			
e. Management of Key Personnel*	N/A			X			
f. Other Areas				N/A			

COMS Are US CPAR

- Block 20 Narrative:
- 18a. Quality of service
- 18b. Schedule
- 18c. Cost Control – N/A (FFP contract)
- 18d. Business Relations
- 18e. Management of Key Personnel

- Final Statement: Given what I know today about the contractor's ability to execute what he promised in his proposal, **I might or might not award to him today given that I had a choice.**

COMS Are US Overall CPAR Rating

Step 1. Establish an overall CPAR rating

Company:	COMS Are Us	COMS With a Smile	COMS Plus
Overall CPAR Rating	Satisfactory		

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COMS With A Smile
CPAR

18. Evaluate the Following Areas	Past Rating	Unsatisfactory	Marginal	Satisfactory	Very Good	Exceptional	Unknown
a. Quality of Product or Service	N/A		X				
b. Schedule	N/A		X				
c. Cost Control	N/A		N/A				
d. Business Relations	N/A			X			
e. Management of Key Personnel*	N/A		X				
f. Other Areas			N/A				

COMS With A Smile
CPAR

- Block 20 Narrative:
- 18a. Quality of service
- 18b. Schedule
- 18c. Cost Control – N/A (FFP contract)
- 18d. Business Relations
- 18e. Management of Key Personnel

- Final Statement: Given what I know today about the contractor's ability to execute what he promised in his proposal, **I probably would not award to him today given that I had a choice.**

COMS Are US Overall CPAR Rating

Step 1. Establish an overall CPAR rating

Company:	COMS Are Us	COMS With a Smile	COMS Plus
Overall CPAR Rating	Satisfactory	Marginal	

COMS Plus CPAR

18. Evaluate the Following Areas	Past Rating	Unsatisfactory	Marginal	Satisfactory	Very Good	Exceptional	Unknown
a. Quality of Product or Service	N/A					X	
b. Schedule	N/A					X	
c. Cost Control	N/A					N/A	
d. Business Relations	N/A					X	
e. Management of Key Personnel*	N/A					X	
f. Other Areas						N/A	

COMS Plus CPAR

- Block 20 Narrative:
- 18a. Quality of service
- 18b. Schedule
- 18c. Cost Control – N/A (FFP contract)
- 18d. Business Relations
- 18e. Management of Key Personnel

- Final Statement: Given what I know today about the contractor's ability to execute what he promised in his proposal, **I definitely would award to him today given that I had a choice.**

COMS Plus
Overall CPAR Rating

Step 1. Establish an overall CPAR rating

Company:	COMS Are Us	COMS With a Smile	COMS Plus
Overall CPAR Rating	Satisfactory	Marginal	Exceptional

Services Case Study Assignment

- Step 2. Establish an overall Past Performance Risk Rating for each company based on your overall CPAR rating and the results of the Questionnaires provided (assume the CPAR rating and the results of the Questionnaires have relatively equal weight).

Company:	COMS Are Us	COMS With a Smile	COMS Plus
Questionnaire 1	Satisfactory	Satisfactory	Exceptional
Questionnaire 2	Marginal	Marginal	Marginal
Overall CPAR from 1 above	Satisfactory	Marginal	Exceptional
Overall Vol II Past Performance Risk	**Satisfactory**	**Marginal**	**Very Good**

Services Case Study Assignment

- Step 3. Consider Tradeoffs between:
  - Technical evaluations
  - The overall Past Performance Risk
  - The Prices offered
- Based on the relative order of importance established in the Request for Proposal and determine the best value proposal offered to the Government.

Services Case Study Assignment

- Recall that the Technical and Past Performance factors, when combined, are approximately equal to Price, and that Past Performance factor is significantly more important than Technical.

Company:	**COMS Are Us**	**COMS With a Smile**	**COMS Plus**
Vol I Technical	Satisfactory	Satisfactory	Satisfactory
Vol II Past Performance Risk	**Satisfactory**	**Marginal**	**Very Good**
Vol III Price	$1.15 M	$1.0 M	$1.1 M
Best Value?			**Best Value**

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SYSTEMS CASE STUDY

- **MULTI-ROLE AIRCRAFT INTEGRATED TRAINING SYSTEM**
  - **2 INTEGRATED WEAPONS TRAINING SYSTEMS**
  - **OPTION FOR 2 ADDITIONAL SYSTEMS**

SYSTEMS CASE STUDY (Cont.)

- ACQUISITION STRATEGY
  - TRADEOFF SOURCE SELECTION (FAR 15)
  - CONTRACT AWARD PANEL
    - PCO IS SOURCE SELECTION AUTHORITY
  - GOVERNMENT GENERATED STATEMENT OF OBJECTIVES (SOO)
  - CONTRACTOR PROPOSES STATEMENT OF WORK (SOW)
  - FIRM FIXED-PRICE (FFP) TYPE

SYSTEMS CASE STUDY (Cont.)

- EVALUATION FACTORS FOR AWARD
  - TECHNICAL
  - PAST PERFORMANCE
  - MANAGEMENT
  - PRICE
- RELATIVE ORDER OF IMPORTANCE
  - TECHNICAL + PAST PERFORMANCE> PRICE
  - PRICE > MANAGEMENT
  - TECHNICAL + PAST PERFORMANCE+ MANAGEMENT > PRICE

Systems Case Study Assignment

Step 1. Establish an overall CPAR rating for each of the three (3) Companies based on the CPARs provided (assume the single CPAR provided for each Company is representative of all recent relevant performance).

Company:	A1 Training	Best Buy Simulators	Combat Simulation Inc.
Overall CPAR Rating	You Evaluate	You Evaluate	You Evaluate

A1 Training CPAR

18. Evaluate the Following Areas	Past Color	Red (Unsatisfactory)	Yellow (Marginal)	Green (Satisfactory)	Gold (Very Good)	Blue (Exceptional)	N/A
a. Technical	Green			X+			
1) Product Performance	Yellow		X+				
2) Systems Engineering	Green				X		
3) Software Engineering	Yellow			X			
4) Logistics Support	Green			X			
5) Product Assurance	Red		X +				
6) Other Technical							X
b. Schedule	Yellow			X			
c. Cost Control							X
d. Management				X			
1) Management Responsiveness	Green				X		
2) Subcontract Management	Green			X			
3) Program Management	Gold				X		

A1 Training
CPAR

- **Block 20 Narrative:**
- 18a. Technical
- 18b. Schedule
- 18c. Cost Control – N/A (FFP contract)
- 18d. Management

- Final Statement: Given what I know today about the contractor's ability to execute what he promised in his proposal, **I probably would award to him today given that I had a choice.**

A1 Training
Overall CPAR Rating

Step 1. Establish an overall CPAR rating

Company:	A1 Training	Best Buy Simulators	Combat Simulation Inc.
Overall CPAR Rating	Satisfactory		

Best Buy Simulators CPAR

18. Evaluate the Following Areas	Past Color	Red (Unsatisfactory)	Yellow (Marginal)	Green (Satisfactory)	Gold (Very Good)	Blue (Exceptional)	N/A
a. Technical	Green				X		
1) Product Performance	Yellow			X			
2) Systems Engineering	Green				X		
3) Software Engineering	Green			X			
4) Logistics Support	Yellow		X+				
5) Product Assurance	Green				X		
6) Other Technical							X
b. Schedule	Green			X			
c. Cost Control							X
d. Management	Gold				X		
1) Management Responsiveness	Gold				X		
2) Subcontract Management	Gold					X	
3) Program Management	Green				X		

Best Buy Simulators CPAR

- **Block 20 Narrative:**
- 18a. Technical
- 18b. Schedule
- 18c. Cost Control – N/A (FFP contract)
- 18d. Management

- Final Statement: Given what I know today about the contractor's ability to execute what he promised in his proposal, **I definitively would award to him today given that I had a choice.**

Best Buy Simulators Overall CPAR Rating

Step 1. Establish an overall CPAR rating

Company:	A1 Training	Best Buy Simulators	Combat Simulation Inc.
Overall CPAR Rating	Satisfactory	Very Good	

Combat Simulation Inc. CPAR

18. Evaluate the Following Areas	Past Color	Red (Unsatisfactory)	Yellow (Marginal)	Green (Satisfactory)	Gold (Very Good)	Blue (Exceptional)	N/A
a. Technical	Green		X				
1) Product Performance	Yellow		X				
2) Systems Engineering	Green			X			
3) Software Engineering	Green			X			
4) Logistics Support	Yellow		X				
5) Product Assurance	Green	X					
6) Other Technical							X
b. Schedule	Green		X				
c. Cost Control							X
d. Management	Green		X				
1) Management Responsiveness	Green		X				
2) Subcontract Management	Yellow	X					
3) Program Management	Green			X			

Combat Simulation Inc. CPAR

- **Block 20 Narrative:**
- 18a. Technical
- 18b. Schedule
- 18c. Cost Control – N/A (FFP contract)
- 18d. Management

- Final Statement: Given what I know today about the contractor's ability to execute what he promised in his proposal, **I might or might not award to him today given that I had a choice.**

Combat Simulation Inc. Overall CPAR Rating

Step 1. Establish an overall CPAR rating

Company:	A1 Training	Best Buy Simulators	Combat Simulation Inc.
Overall CPAR Rating	Satisfactory	Very Good	Marginal

Systems Case Study Assignment

- Step 2. Establish an overall Past Performance Risk Rating for each company based on your overall CPAR rating and the results of the Questionnaires provided (assume the CPAR rating and the results of the Questionnaires have relatively equal weight).

Company:	A1 Training	Best Buy Simulators	Combat Simulation Inc.
Questionnaire 1	Exceptional	Exceptional	Exceptional
Questionnaire 2	Satisfactory	Satisfactory	Unsatisfactory
Overall CPAR from 1 above	Satisfactory	Very Good	Marginal
Overall Vol II Past Performance Risk	**Satisfactory**	**Very Good**	**Marginal**

Services Case Study Assignment

- Step 3. Consider Tradeoffs between:
  - Technical Evaluation
  - Management Evaluation
  - The overall Past Performance Risk
  - The Prices offered
- Based on the relative order of importance established in the Request for Proposal and determine the best value proposal offered to the Government.

Services Case Study Assignment

- Recall that non-cost factors when combined, are significantly more important than Cost/Price. Technical and Past Performance factors are considered most important, followed by Price, then Management.

Company:	A1 Training	Best Buy Simulators	Combat Simulation Inc.
Vol I Technical	Satisfactory	Very Good	Very Good
Vol II Management	Very Good	Exceptional	Satisfactory
Vol III Past Performance Risk	Satisfactory	Very Good	Marginal
Vol IV Price	$52M	$53M	$51M
Best Value?		**Best Value**	

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Questions & Answers
and
Wrap Up

QUESTIONS NOT ANSWERED DURING BRIEFING

- QUESTION: Does Defense Contract Management Command (DCMC) get involved in collecting contractor performance data for CPARS?
- ANSWER: Paragraph 6.2.1 of the DoN CPARS Guide of Jan 98 states the program manager (i.e., individual responsible for the execution of the program, project, or task/job order) responsible for the contract being reviewed prepares the documentation and assessment. This assessment should be based on multi-functional input from specialists familiar with the contractor's performance. Accordingly, DCMC should be prepared to provide input to the program manager when requested.

QUESTIONS NOT ANSWERED DURING BRIEFING

- QUESTION: My Program has a monthly DCMC Project Assessment done. How does that assessment get incorporated into the CPAR or will such assessments be discontinued?
- ANSWER: See previous question and answer. Also, paragraph 1.4 of the DoN CPARS Guide of Jan 98 states that the CPAR is reviewed by a level of management above the program manager (see paragraph 4.5) to ensure consistency with other evaluations throughout the activity as well as other program assessments. Your DCMC Project Assessment should only be discontinued if DCMC desires to do so based upon the recent implementation of CPARS.

QUESTIONS NOT ANSWERED DURING BRIEFING

- QUESTION: Please elaborate more on the space available for both the Government program manager and contractor to respond, given an electronic CPAR.
- ANSWER: Please visit the website at http://www.nslcptsmh.navsea.navy.mil/cparmenu.htm and enter the “DoN Practice CPAR System” to see the exact amount of space allowed for both the Government program manager and contractor to respond in the Block 20 narrative. The current limitation is 8000 characters.

QUESTIONS NOT ANSWERED DURING BRIEFING

- QUESTION: Will the CPARS eventually decrease the extensive past performance information requirements in RFPs - or is this the “other source” for performance info?
- ANSWER: CPARS is only one source of past performance info. Other sources of past performance info may require the use of past performance questionnaires, telephone interviews or surveys, etc. Offerors will still be required to provide specific past performance information based on the acquisition at hand.

QUESTIONS NOT ANSWERED DURING BRIEFING

- **QUESTION: At what point will the contractor know when to do pre-assessment comments (in order to avoid having to mod a CPARS determination)?**
- **ANSWER: It is recommended that the contractor be pro-active and open a CPARS dialogue with the Government program manager several months prior to the end of the the CPAR evaluation period (generally the last 365 days of performance but may be after only 180 days of performance).**